




Department of Energy
Washington, DC 20585

July 7, 2003

MEMORANDUM FOR DISTRIBUTION

FROM:


JESSIE HILL ROBERSON
ASSISTANT SECRETARY for
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Revised Guidance for the Office of Environmental
Management Site Specific Advisory Boards

The purpose of this memorandum is to provide guidance and direction for restructuring and managing the Environmental Management (EM) Site Specific Advisory Boards (SSABs or Boards) procurement mechanisms that support the activities of the Boards. I expect that you will aggressively work towards meeting the requirements provided below, and implement the changes no later than September 30, 2003.

To ensure proper stewardship of this stakeholder activity, increase accountability and visibility of resources provided and subsequently used, SSAB procurement mechanisms will be structured and managed as follows:

- Procurement Mechanism: eliminate prime contractor support to the Boards, including task orders, subcontracts, and any other Board-related support; convert either to a direct Department of Energy (DOE) Grant or contract.
- Funding Contractor Identifier (CID) Selection: assign a specific CID that is separate and apart from the "9999999" CIDs that can be tracked through the official Department accounting reports;
- Carryover Balances: eliminate large unliquidated obligation balances by using these resources first to support ongoing Board activities; improve accuracy and credibility of project budget requirements; and
- Oversight and Monitoring: ensure that activities are focused only on EM program activities; enhance tracking and monitoring of Board expenditures, specifically travel and facilitator costs; improve the accuracy of projected budget estimates; strictly enforce reporting requirements to ensure timely management information on projected vs. actual budget variances; and increase the cost-effectiveness of the Boards' activities.



The SSABs represent a strong commitment by the Department of Energy (DOE) to enhance its relationships with communities surrounding DOE sites by considering community concerns and values in DOE's decision-making processes. Accordingly, it is our duty to manage these Boards responsibly, and ensure that they are structured in a way that maximizes their successes.

If you have any further questions regarding this guidance and direction, please call Ms. Sandra Waisley, Acting Director of Intergovernmental and Public Accountability (EM-1 1), at (202) 586-3087.

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